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EYES ONLY

ORD-2912-74

1 July 1974

MEMORANDUM FOR: Director of Research and Development

THROUGH : Chairman, Special Panel

SUBJECT : Recommendation for Promotion -

25X1A9a

GS-5 to GS-6

25X1A9a

1. It is with pleasure and without reservations that I respectfully recommend [redacted] for promotion from GS-5 to GS-6 25X1A9a

2. [redacted] is a clerk-stenographer serving in an approved GS-6 secretary-stenographer position for which she is fully qualified. She passed the Agency shorthand test in 1973. Her primary responsibility is to support four professional members of this staff; i.e., two contract officers, one auditor, and one security officer. She also assumes the duties of our senior secretary in her absence. The senior secretary was on maternity leave from early March to early June 1974, and the burden of supervising the day-to-day administrative functions of this staff fell upon [redacted] 25X1A9a
This occurred during our heaviest work period and when pressure was at an extreme. Due to the accomplishments of [redacted] 25X1A9a this staff was able to maintain a smooth flow of work and accomplish the desired results within the time frame allowed.

3. This neat, attractive young lady performs her various functions and responsibilities in a most willing and cooperative spirit. She recognizes the role and mission of this staff as well as that of ORD and the Agency. She is motivated, and even though the demands and pressures placed upon her are exacting, she maintains the poise and maturity required. Her attitude towards people and her work, her expertise in utilizing required skills and the initiative she takes to perform her duties with minimum supervision have contributed substantially to the success of this staff in supporting the requirements and mission of ORD and the Agency.

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|----------------------------------------------|--------|
| CLASSIFIED BY | 024982 |
| EXEMPT FROM GENERAL DECLASSIFICATION | |
| SCHEDULE OF E.O. 11652 EXEMPTION CATEGORY: | |
| § 5B(1), (2), (3) or (4) (check one or more) | |
| AUTOMATICALLY DECLASSIFIED ON | |
| NOT POSSIBLE TO DETERMINE | |
| (unless impossible, insert date or event) | |

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4. Your consideration and favorable action in promoting this highly qualified young lady, in recognition of not only her present abilities and contributions but also her potential to advance to a more senior position, is respectfully requested.

25X1A9a


Chief, CS/ORD/DD/S&T

RECOMMEND APPROVAL:

25X1A9a


Chairman, Special Panel, ORD

Date

APPROVAL:

7s/ JAMES V. HIRSCH
Director of Research and Development

12 AUG 1974

Date

Distribution:

Orig. & 1 - Addressee
1 - C/SS/MS/ORD
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25X1A9a

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EYES ONLY

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